

TENNESSEE STATE BOARD OF EDUCATION		
EMERGENCY PREPAREDNESS AND PROCEDURES		3202
ADOPTED: July 28, 2017	REVISED:	MONITORING: Review: Annually

Emergency Preparedness Plan. Each authorized charter school shall have a disaster preparedness plan to include, but not be limited to, fire, tornado, earthquake, flood, bomb threat, and armed intrusion. The school shall practice emergency safety procedures. Any school that lies within 100 miles of the New Madrid Fault Line shall implement earthquake preparedness drills. Section – 4: Earthquake Drills of the Guidebook for Developing A School Earthquake Safety Program published by the Federal Emergency Management Agency shall serve as the model plan for schools to consider when adopting plans for earthquake preparedness drills. Affected schools shall review and consider the entire guidebook to assure that they provide the optimal safety conditions for their students. Any school that lies within 100 miles of the New Madrid Fault Line shall conduct at least two (2) earthquake preparedness drills every school year. A record of the earthquake preparedness drills, including the time and date, shall be kept in the school and shall be made available upon request by the Department of Education.ⁱ

Any school with an Automated External Defibrillator (“AED”) shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The school leader shall be responsible for ensuring the drill occurs.ⁱⁱ

Fire and Emergency Procedures. There shall be one (1) fire drill every thirty (30) school days with an additional one (1) during the first 30 days of operation as required by state law. Additionally, there shall be four (4) fire safety announcements conducted throughout the year.ⁱⁱⁱ

Annually, there shall be at least one (1) armed intruder drill and three (3) additional safety drills conducted that do not require evacuation of the building, which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.^{iv}

A record of all fire and safety drills, including the time and date, shall be kept using the form provided by the district. The completed drill log shall be kept in the respective school or institutional offices, submitted to the State Board in accordance with the State Board’s adopted reporting calendar, and made available upon request to the state fire marshal, or the state fire marshal's deputies or assistants, for inspection and review.^v

In educational occupancies, fire drills shall include complete evacuation of all persons from the building. Complete evacuation of occupants from the building at the time of the fire drill shall be required only where it is practicable and does not involve moving or disturbing persons under medical care.

All doors serving as an exit shall be kept unlocked during the periods that a building is occupied. It is unlawful for any teacher to keep the doors or windows of the school building locked while the pupils are assembled in the school or to permit any screens to be fastened in windows of the building that would prevent the egress of pupils in case of fire or other emergency.^{vi}

A school shall observe all fire safety regulations and procedures promulgated by the Tennessee Fire Marshal's Office. The school shall have at least one (1) fire safety inspection annually. The fire safety inspections will be based on the fire safety inspection checklist developed by the Tennessee Fire Marshal's Office. Copies of the inspection reports, including findings of non-compliance and actions taken to comply, shall be maintained in the office of the school and available for review.^{vii}

The school shall comply with rules, regulations, and codes of the city, county, and state regarding planning of new buildings, alterations, and safety.^{viii}

In case of fire, the buildings shall be cleared of all persons – students, clerks, custodians, cafeteria employees, guests, etc.

Legal References:

ⁱ TRR/MS 0520-01-03-.03 (18)

ⁱⁱ Public Acts of 2016, Chapter No. 677

ⁱⁱⁱ Public Acts of 2017, Chapter No. 451

^{iv} Public Acts of 2017, Chapter No. 313

^v T.C.A. § 68-102-137

^{vi} T.C.A. § 49-5-201(b)

^{vii} TRR/MS 0520-01-04-.01(2)

^{viii} TRR/MS 0520-01-04-.01(1)